

# GETTING YOUR INFORMATION TO VOTERS 2006

The Office of the Secretary of State provides two significant ways for federal, state, judicial and legislative candidates to communicate campaign messages to voters free of charge.

The state Voters' Pamphlet is mailed to every household in the state prior to the General Election in November. An online Voter Guide is posted on the Secretary of State's website for all primary and general elections.

## Guidelines for submitting candidate information

- Submit within three business days after filing a Declaration of Candidacy
- Submit statement and photo with Candidate Information Form
- Submit statement according to word limits and standards (see next column)
- Submit photo conforming to specifications (see last column)
- Mail candidate information to:

### Voters' Pamphlet

Office of the Secretary of State  
c/o 13018 314<sup>th</sup> Ave NE  
Duvall, WA 98019

## Questions or Assistance?

If you have questions, need assistance or need more information, please call Candy McDonald, Voters' Pamphlet Composition Coordinator, at (425) 788-7878 or Tami Davis, Voter Outreach & Publications Manager, at (360) 902-4167 (Olympia office) or toll free at (800) 448-4881.

## Statements

### WORD LIMITS

The law sets a maximum word limit for candidate statements based on the office sought (RCW 29A.32.121):

#### 100 Words

- State Representative

#### 300 Words

- U.S. Representative
- U.S. Senator

#### 200 Words

- State Senator
- Supreme Court Justice
- Court of Appeals Judge
- Superior Court Judge

Hyphenated words count as two words unless hyphenated in *Webster's II New Riverside University Dictionary*.

Statements are checked and those exceeding the word limit are shortened by deleting full sentences from the end until the limit is reached.

### STATEMENT STANDARDS

The Office of the Secretary of State has established content, style and format standards to ensure candidate statements comply with legal requirements, enhance readability and ensure accuracy. Statements:

- Must accompany a completed Candidate Information Form
- Must be typewritten and double-spaced in standard paragraph style using 12 point regular Arial font (use italics only to emphasize specific words or statements). Bolding is not allowed
- Must not include tables, lists or other material requiring multiple indents or formatting

- May be submitted on a compact disc in either Word or WordPerfect (please include a hard copy of the statement)
- Will be rejected if containing obscene, profane, libelous or defamatory language
- May have incidental spelling, grammar and punctuation errors corrected
- Will not be altered in meaning or substance

## Photographs

### PHOTO SPECIFICATIONS

Each candidate may submit – by postal mail – one original self-portrait, which:

- Must be a black-and-white glossy print (or digital image on CD with a resolution of at least 600 dpi)
- Must be no smaller than 4 x 5 inches and no larger than 8 x 10 inches
- Must be limited to the head and shoulders
- Must be against a light-colored background (not white)
- Must be no more than five years old
- Must not show the uniform or insignia of any organization that advocates or teaches racial or religious intolerance or suggests the wearer has held public office
- Must include candidate's name, office sought, district, position number (if applicable) and political party affiliation printed on back of photograph
- Must request return of photograph in writing to the Office of the Secretary of State



# LET FREEDOM RING!

## Candidate Information Form

Please complete this page (typewritten or neatly printed) and return it with your statement and photograph to the address listed inside. Please read the detailed specifications inside before submitting. The following information will be included in the state Voters' Pamphlet and the online Voter Guide and does not count towards your statement word limit.

Candidate name: \_\_\_\_\_  
(As you want it to appear on the ballot)

Office sought: \_\_\_\_\_  
(Office name, district number, position number if applicable)

Political party affiliation: \_\_\_\_\_

Contact telephone number: (\_\_\_\_\_) \_\_\_\_\_  
(Include area code)

## CAMPAIGN ADDRESS

*Campaign address information is not required. Filling out any of the following is a request by your campaign to publish your campaign address information.*

Campaign committee name: \_\_\_\_\_

Street address or PO Box: \_\_\_\_\_

City or town: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone number: (\_\_\_\_\_) \_\_\_\_\_  
(Include area code)

Email address: \_\_\_\_\_

Website address: \_\_\_\_\_

**If you need this information in an alternative format, please contact the  
Office of the Secretary of State at (360) 902-4180 or TDD/TTY: (800) 422-8683.**

## THIS BLOCK FOR OFFICE USE ONLY

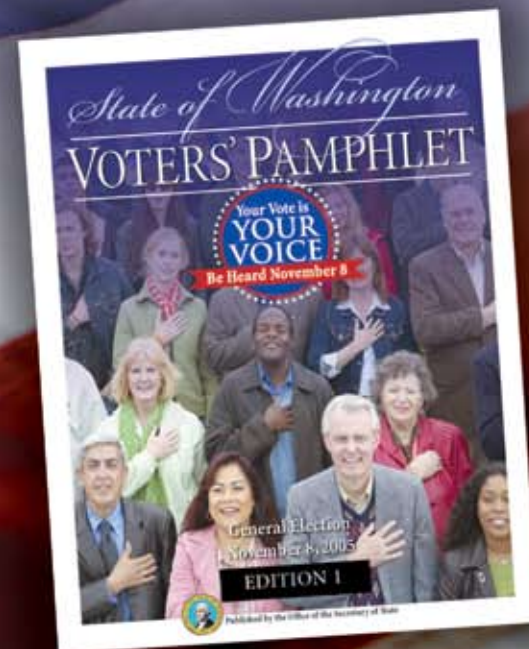
Date received: \_\_\_\_\_ Control number: \_\_\_\_\_

Is photograph included: ☐ Yes ☐ No Is information completed correctly? ☐ Yes ☐ No

2006



# GETTING YOUR INFORMATION TO VOTERS



*Washington*  
Secretary of State  
SAM REED